

U.S. Department of Energy
Washington, D.C.

PAGE CHANGE

HQ O 580.1 Chg 1

8-23-99

SUBJECT: GOVERNMENT PERSONAL PROPERTY ASSET MANAGEMENT

1. PURPOSE. To transmit revised pages to HQ O 580.1, PERSONAL PROPERTY ASSET MANAGEMENT, dated 5-11-98.
2. EXPLANATION OF CHANGE. Request to restrict signature authority on the Property Removal Authorization form for furniture or furnishings to specific Office of Administration positions.
3. FILING INSTRUCTIONS.
 - a.

<u>Remove Pages</u>	<u>Dated</u>	<u>Insert Pages</u>	<u>Dated</u>
Attach 1, Page 1	5-11-98	Attach 1, Page 1	8-23-99
Attach 1, Page 2	5-11-98	Attach 1, Page 2	8-23-99
 - b. After filing the attached pages, this transmittal may be discarded.

BY ORDER OF THE SECRETARY OF ENERGY:



DAVID M. KLAUS
Director of Management
and Administration

DISTRIBUTION:
All Headquarters Elements

INITIATED BY:
Office of Administration

U.S. Department of Energy
Washington, D.C.

ORDER

HQ O 580.1

Approved: 5-11-98
Sunset Review: 5-11-00
Expires: 5-11-02
Change 1: 8-23-99

SUBJECT: GOVERNMENT PERSONAL PROPERTY ASSET MANAGEMENT

1. OBJECTIVES.

- a. To establish procedures for managing Government personal property owned or leased by and in the custody of Department of Energy (DOE) Headquarters employees in accordance with Federal regulations.
- b. To encourage each Headquarters DOE employee to take responsibility for achieving Government personal property accountability.

2. CANCELLATION. HQ 1400.1, PERSONAL PROPERTY AND SUPPLY MANAGEMENT, dated 12-21-83.

3. APPLICABILITY.

- a. DOE Elements. This Order applies to all Headquarters Elements.
- b. Contractors. This Order applies to the universe of contractors performing on-site in DOE-owned or -leased facilities in the Washington, DC metropolitan area. Contractor compliance with the Contractor Requirements Document (CRD) (Attachment 4) will be required to the extent set forth in a contract.

4. REQUIREMENTS.

- a. Ensure compliance with provisions of the Federal Property Management Regulations (FPMRs) and the DOE Property Management Regulations (DOEPMRs) as they pertain to Government personal property management.
- b. Perform Government personal property management activities through the functions of determining Government personal property needs; acquisition of Government personal property; Government personal property accountability and control, including receipt, storage, distribution, and proper use and care of Government personal property; and disposition of Government personal property.
- c. Designate an Organizational Property Management Officer (OPMO) for Headquarters.

DISTRIBUTION:
All Headquarters Elements

INITIATED BY:
Office of Administrative Services

INSTRUCTIONS FOR COMPLETING THE PROPERTY REMOVAL AUTHORIZATION

The following instructions for completing the three-part PRA form shall be adhered to strictly.

1. If an error is made in preparing the PRA or the information on the PRA changes, the erroneous PRA shall be discarded and a new PRA issued. **A PRA SHALL NOT BE CHANGED OR ISSUED WITH CHANGES.**
2. The PRA **must be signed by the holder and approved by the authorized issuing officer.**
3. **Each PRA must be issued for specific items and user(s).** Blanket authorizations are not permissible. For example, a PRA may not be issued with the description “any cellular telephone.” Any exception to this specific authorization must have a written justification with authority from the Headquarters Physical Protection Program (NN-514.1).
4. An authorized issuing officer is not allowed to approve a PRA for his/her own use.
5. A PRA requesting removal of furniture or furnishings must be signed by one of the following MA-21 employees:
 - Director, Office of Administration, 4A-191, Forrestal
 - Director, Office of Operations, Office of Administration, GG-031, Forrestal
 - Director, Assets Management and Support Services Group, GG-031, Forrestal
 - Forrestal Assets Management Team Leader, GB-175, Forrestal
 - Germantown Assets Management Team Leader, R-006, Germantown
 - Organizational Property Management Officer, E-078, Germantown.
6. The PRA shall be completed by the requester (holder) as follows.

Date Issued	Date PRA is issued.
Name of Holder	Printed name of individual removing item.
Holder's Org. Code	Organizational routing symbol of holder.
Holder's Rm./Bldg.	Room and building of the holder.
Signature of Holder	Signature of individual requesting to remove item.

Vertical line denotes change.

Holder's Phone	Phone number of holder.
Property Pass Valid At	Not necessary to complete--Form has been preprinted.
Description of Property	Nomenclature, manufacturer, model, identification number
Being Removed	(Tag #), and serial number.
Property Belongs To	Identify the owner of the item (e.g., DOE HQ, DOE Contractor, personal).
Authorizing Issuing Officer	Printed name and signature of authorized issuing officer.
Return Date	Date the item(s) are to be returned (not to exceed one year). The word " indefinite " shall not be used in the Return Date area . Once the indicated return date has been reached, a new PRA must be issued. If the item(s) are contractor-owned, or personally-owned the Return Date area may indicate N/A.

7. The completed PRA shall be presented to the authorized issuing officer for verification and signature. (Self-serve lamination will be available in the Germantown Assets Management Office, R-006, and the Forrestal Assets Management Office, GB-175, if a PRA is being used for an extended period of time.)
8. The authorized issuing officer is responsible for approving or disapproving the PRA and distributing an approved PRA as follows.
 - a. Original (white) is given to the holder (requester) of the PRA.
 - b. Copy #2 (yellow) is mailed immediately to the **Property Accountable Officer**, HR-212, in Germantown.
 - c. Copy #3 (blue) is mailed immediately to the **Accountable Property Representative** for the organization.

Vertical line denotes change.